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## Educational Policies Committee Minutes, April 7, 2011

Utah State University

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### Recommended Citation

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**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**7 April 2011**

A meeting of the Educational Policies Committee was held on 7 April 2011 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

Present: Larry Smith, Chair  
Ed Reeve, Curriculum Subcommittee Chair, College of Engineering  
John Mortensen, Academic Standards Subcommittee (representing David Hole)  
Norm Jones, General Education Subcommittee Chair  
Jeffrey Doyle, Huntsman School of Business (representing Stacey Hills)  
Mike Freeman, Emma Eccles Jones College of Education and Human Services (representing Scott Bates)  
Tom Lachmar, College of Science (representing Richard Mueller)  
Keith Grant-Davie, Graduate Council  
Vince Lafferty, Regional Campuses and Distance Education (representing Rhonda Menlove)  
John Mortensen, Registrar's Office (representing Bill Jensen)  
Cathy Gerber, Registrar's Office

Absent: David Hole, College of Agriculture  
Cory Evans, Caine College of the Arts  
Layne Coppock, College of Natural Resources  
Charlie Huenemann, College of Humanities and Social Sciences  
Wendy Holliday, Merrill-Cazier Library  
Tanner Wright, Academic Senate President  
Trevor Nelson, Graduate Student Vice President

**I. Approval of the minutes of the 3 March 2011 meeting**

Norm Jones moved to approve the minutes of the 3 March 2011 meeting. Keith Grant-Davie seconded; motion carried.

**II. Subcommittee Reports**

**A. Curriculum Subcommittee**

Ed Reeve reviewed the Curriculum Subcommittee business. All courses were approved with the following corrections:

NDFS 6770, new course; MAE 2455, deletion; HIST 3900 and HIST 4830, inactivate; USU Eastern Courses (see attachment)

The request from the Department of Music to offer a Harp as a performance emphasis was approved.

The request from the College of Agriculture to create the School of Applied Sciences, Technology and Education was approved.

The request from School of Teacher Education and Leadership to create a Master of Education Degree in Instructional Leadership was approved with a few revisions. (see attachment)

The request from the Department of Sociology, Social Work and Anthropology to modify the specialization areas in the Sociology Doctoral Program was approved with a few revisions. (see attachment)

The request from the Department of Languages, Philosophy and Speech Communication to offer a Chinese Teaching Minor was approved.

The request to amend the previously approved R401 that renamed the Bachelor of Science (BS) “Health Education Specialist” degree offered in the Department of Health, Physical Education and Recreation (HPER) Department at Utah State University to include the terms,” major and minor” when referring to the BS degree was approved. These terms were erroneously omitted in the original R401 request that has been passed.

The Registrar’s Office will create a form in which Colleges and Departments can request to have programs marked as inactive and hidden in the General Catalog. This request will need approval from the Curriculum Subcommittee and Educational Policies Committee.

Ed Reeve was elected as chair of the Curriculum Subcommittee for 2011-2012.

Information items:

AAS in General Technology to comply with R-473

Bruce Miller discussed the R-473, articulation of courses between credit-granting USHE Institutions and UCAT campuses and the requirements for the AAS in General Technology.

<u>EPC and Curriculum Subcommittee Meetings</u>	<u>Agenda Items Due</u>
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September 1, 2011	August 18, 2011
October 6, 2011	September 22, 2011
November 3, 2011	October 20, 2011
December 1, 2011	November 17, 2011
January 12, 2012	December 15, 2011
February 2, 2012	January 19, 2012
March 1, 2012	February 16, 2012
April 5, 2012	March 22, 2012

Larry Smith suggested that the EPC committee members inform their deans, associate deans, department heads and curriculum committees that Larry and Ed Reeve would like to review the drafts of their proposals before they get into the approval process. This way any errors can be corrected early and make the approval process move more efficiently.

The business of the Curriculum Subcommittee was approved.

**B. Academic Standards Subcommittee**

**Academic Standards Subcommittee Meeting Minutes**

17 March 2011

FL 113

Convened 3:30 pm

Attendees: Susan Haddock (Advising), John Mortensen (Registrar), Richard Mueller (Science), David Hole (AG), John Barton (RCDE), Michael Lyons (CHaSS).

#### AGENDA ITEMS:

\* Academic Renewal – Changes to the policy for academic renewal were approved. This changes USU policy regarding the amount of time that a student must not have been enrolled at USU prior to requesting academic renewal. The proposed language is attached.

\* Minimum credits for Associate of Applied Science degree – Changes to the Associate of Applied Science degree were approved. Minimum credits were adjusted for Associate of Applied Science degree from a 60 to 63. The proposed language is attached.

The meeting was adjourned at 3:50pm

#### Academic Renewal

Undergraduate students who have been admitted to Utah State University after an interruption in their collegiate education of ~~five or more years~~ **at least one year** may petition to have certain credits **that are older than five years** removed from the calculation of the GPA ~~needed for credit~~ **and credits earned**. The renewal procedure allows the student's academic records to be reviewed for the purpose of eliminating from grade point average computation all grades of *D+* or below that were entered on the academic transcript five or more calendar years prior to ~~admission~~ **the request**, including transfer credit **on the USU transcript**. However, upon request, selected grades of *D+* ~~or D~~ **below** may remain on the student's record. Petition forms are available in the Office of the Registrar and online. A \$25 processing fee will be assessed.

#### Guidelines:

1. Academic renewal *does not* apply to graduate students nor to students pursuing a second undergraduate degree.
2. Academic renewal may be applied *only once* and is *irreversible*.
3. An absence of ~~five one~~ **or more years** must have elapsed between admission and the last enrollment at an institution of higher education. (**Note:** Students must be currently enrolled at USU to apply for academic renewal.) **Only credits that are older than five years may be considered for academic renewal.**
4. After admission, but before application for renewal, the student must have completed ~~at least one of the following at Utah State University: (a) 10 semester credits with at least a 3.00 GPA; (b) 20 semester credits with at least a 2.75 GPA; or (c) a minimum of 30~~ **12 semester credits with at least a 2.50 GPA at Utah State University.**
5. Academic renewal applies *only* to courses having grades of *D+*, ~~D, or F~~ **or below** and taken prior to readmission. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate academic renewal. Courses designated in the petition will not count for computation of GPA, for earned credits, nor for satisfying any graduation requirements. Courses with a grade of *C-* (or *P*) or better will be carried forward.
6. Students may apply for this renewal after they have met the guidelines listed above. They are strongly encouraged to meet with their academic advisor prior to submitting their request.
7. ~~Academic renewal will be effective as of the date of admission following the minimum five year absence.~~

## **Associate of Applied Science Degree**

A minimum of ~~60~~ 63 credits is required for an Associate of Applied Science (AAS) degree. Requirements include coursework in the following areas: primary area of study, related area, general education, and electives. Candidates for an AAS degree must complete at least 20 ~~USU~~ credits **in residency** at USU's Logan Campus ~~or designated centers~~, **USU-CEU**, or through courses offered by **USU** Regional Campuses and Distance Education ~~through USU~~.

Norm Jones moved to approve the business of the Academic Standards Subcommittee. Keith Grant-Davie seconded, motion approved.

## **A. General Education Subcommittee**

### **GENERAL EDUCATION COMMITTEE**

#### **MINUTES**

**March 15, 2011 8:30 A.M.**

#### **Champ Hall Conference Room**

**Present:** Norm Jones, Chair; Carolyn Cárdenas, Creative Arts; Wendy Holliday, Library; Tyler Tolson, ASUSU President; Erik Mikkelsen, ASUSU President (new); Bruce Saperston, Arts; Wynn Walker, Engineering; Janet Anderson, Agriculture; John Mortensen, Registrar's Office; Mary Leavitt, HASS Advising; Stephanie Hamblin, University Advising; Charlie Huenemann, HASS; Brock Dethier, HASS; Shelley Lindauer, Education; Vince Lafferty, RCDE; Susan Neel, CEU; Michele Hillard, Secretary; Craig Petersen, American Institutions; Layne Coppock, Natural Resources; Dan Coster, Quantitative Intensive

**Absent:** Rhonda Miller, Communications Literacy/Intensive; Ryan Dupont, Life & Physical Sciences; Brian McCuskey, English; Larry Smith, Provost's Office; Christie Fox, Honors; Dick Mueller, Science; Roberta Herzberg, Social Sciences; Kathy Chudoba, Business

**Call to Order** – Norm Jones

**Approval of Minutes** – February 15, 2011

Charlie Huenemann moved to approve, Tyler Tolson seconded. The motion was carried unanimously.

#### **Course Approvals**

**ECN 5150 (CI)** – Pending

#### **Syllabus Approvals**

**USU 1320 (BHU)** – Aaron L. Crawford – Approved

Charlie Huenemann moved to approve, Wendy Holliday seconded. The motion was carried unanimously.

#### **Other Business**

##### **USU-CEU**

USU-CEU has picked up courses that will count at both locations. They are picking up, as well as discontinuing some classes to better align with the USU Logan campus. Transition is happening quicker than expected and is turning out to be smoother than originally thought.

## **Associate of Applied Science (AAS) Degrees**

The Association of Applied Science degree at the USU Logan campus is not clearly defined. It is very well defined at USU-CEU. The degrees involved are: Ornamental Horticulture, Agriculture Machine Technology and Office Systems Support. We will adopt the USU-CEU definition and modify these to match the USU-CEU definition. This will require 63 credits instead of 60. There is also a minimum requirement of 15 hours for the AAS degree. A decision is needed on what to do with the CEU Human

Relations category, should it be moved over to a Social Sciences requirement? A number of AAS students at CEU are business students, and they don't want to remove the Human Relations requirement. It is beneficial for them when they begin looking for work. Due to timing constraints we will go with an either/or approach for right now. The Social Science committee will take a look at this and make a recommendation.

Academic Standards will work on the 63 vs. 60 credits. Charlie Huenemann approved the motion. Craig Petersen seconded and the motion carried.

#### **New ASUSU President Introduction**

Tyler Tolson introduced Erik Mikkelsen to the committee. Erik is the new student body president. He is a junior, majoring in speech communication and business.

#### **Waiving Requirements for Specific Programs**

Issues surrounding the off-campus Horticulture degree were discussed. Requiring the two USU prefix courses creates difficulties for these students, and the College of Agriculture wishes to find a way to deal with the problem systematically. It was agreed that Norm would meet with Janet Anderson and her colleagues to discuss the issues and to bring suggested solutions to the General Education Subcommittee.

#### **April Meeting**

Discussion as to whether an April meeting will be needed. Committee will be notified once a decision has been made.

#### **Meeting Adjourned**

**Next Meeting-Tuesday, April 19, 2011 @ 8:30 in Champ Hall**

Vince Lafferty moved to approve the business of the General Education Subcommittee. Keith Grant-Davie seconded; motion approved.

Meeting adjourned 3:40 p.m.

Larry Smith conducted the meeting.

Cathy Gerber recorded the minutes.